MY 20 LESSONS of MIND-TRAINING

by W. R. Borg

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AUBANEL, PUBLISHERS
14 Highfield Road (Rathgar), Dublin

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FIRST LESSON

Reasons for Confidence

Every day men break away from the masses and rocket to giddy heights as if propelled by some mysterious helping hand.

Most people will attribute this good fortune either to luck or to exceptional qualities which are not possessed by other men.

The psychological examination and the confidences of people who have succeeded, as well as of those who have been less successful in life, enable me to

affirm that within very narrow limits one man is as good as another and that the chances of all are very equal.

The difference between success and failure, is neither luck nor the possession of exceptional qualities but usually a question of method. The most ordinary man, if he can discover and exploit the powers within him, may obtain results which will enable him to shape his future to his liking.

The purpose of my lessons will, therefore, be to teach you the secret of a good method of life.

The laws of success are the same for us all and, when you think of it, the qualities which enable us to succeed are also the same. This is why my method, which is a study of these laws and which shows the means of acquiring these qualities, applies equally to men and women of all ages and conditions.

Let me, in support of this, give you

the extraordinarily varied list of those who follow my system. One finds students, engineers and leaders of industry, side by side with workmen and housewives, all equally animated with the desire to improve their position.

Such enthusiasm is not only due to the fact that my system is founded on proven psychological principles, but also because it is conceived in such a way as to enable our pupils to carry out the instructions without loss of time or special effort, during the course of their daily work. Since it also adjusts itself immediately to the personality of the pupil my course gives definite results more quickly than any other method.

You can spend just as much time and energy marking time as you would marching towards a definite goal; so you might as well raise yourself out of the rut, and my system will show you the way to do so. This is why you cannot afford

to neglect these lessons, and you must not fail to give them a fair trial.

PRACTICAL APPLICATION.—You should start this to-night. Before going to sleep, and just as sleep is about to overcome you, think of the person you would wish to be—the person you will become after you have practised my lessons. Continue this simple exercise for eight days but since this first lesson is very simple, you may go on to the next lesson to-morrow.

ADVICE IN STUDYING MY 20 LESSONS. My lessons are not intended to be ordinary reading; they have been briefly written in order to compel you to **think**. Think well about each paragraph. Think of what mistakes this method would have saved you, had you known about it sooner and, above all, what improvement in your position and business it would by now have brought you.

You will carefully practise the exercises suggested to you, but you should also evolve others more appropriate to your case. This condition is necessary if you are to progress.

My lessons are above all directed to making you acquire good habits. You will devote eight or ten days' study to each lesson (excepting the first) before moving on to the next, to enable you to form habits of thought and action from them. You must persevere with these good habits once you have acquired them. The lessons are in a sense cumulative, but the aim is that you will eventually practise each one automatically without making a conscious effort.

SECOND LESSON

Self-control, the indispensable factor of Success

If your aim were to become rich and to stay rich you would look after your pence carefully and the pounds would take care of themselves.

If, however, the money which you brought home each evening were lost through a hole in your pocket, instead of being added to what you earned the day before, it is likely that you would never become rich. In that event, rather than to think of further means of becoming rich,

I should advise you to repair the hole in your pocket first. An engineer would never heat a leaky boiler until he had made it sound, for he knows that the escaping steam would be a pure loss. and would prevent the boiler from fulfilling its purpose efficiently.

We shall be guided by this principle in starting our course of mind-training. Before attempting to develop our mental powers, we shall learn to economise those we already possess.

Some evenings you may feel a little depressed and out of humour, you may think to yourself, "I have been working too hard to-day", but you will be wrong, for work done with interest has never done any harm. The reason is rather to be found in the many little annoyances which have bothered you throughout the day and to which you have not known how to react.

Henry was in excellent form at the

party. He was witty and very popular and he might have amused you too if his jokes had not been at your expense. As it was he left you tongue tied, you could not reply, you felt disconcerted and small.

You then open your paper and find that your shares have fallen considerably in value and this naturally worries you. Homeward bound you pass Robinson who does not like you and you feel vaguely ill at ease.

When you think about it calmly, these many small annoyances are not really worth worrying about. They have, nevertheless, had a considerable effect upon you, have taxed your nervous energy and left you in no condition to tackle your work for the morrow.

You would like to be calm and poised, but you are doubtful about becoming either. You have often risen in the morning fully determined to be self-possessed

and before mid-day you have had to admit yourself beaten.

This calm state of mind is not a simple matter of will. You may make a determined resolution, clench your fists and say to yourself that nothing shall get past you, but sooner or later your emotions will overcome your intentions and with each failure you will become more discouraged.

I am an enemy of those heroic efforts, which serve only to emphasise the poor stuff of which man is made, and besides I know that you expect me to effect a complete transformation in your personality without submitting you to any rigorous discipline.

I shall therefore prescribe a very simple gymnastic exercise, which you can do in the street on your way to work, without anyone knowing, without loss of time and without being bored. However, should your heart, lungs or general health

be in any way impaired, or if you have at any time suffered from heart or lung trouble, please omit this exercise and write to us immediately. We shall then modify the exercise for you.

This aside, we should like to underline how mind and matter are interdependent. Out of politeness to a friend, we sometimes make a show of feeling his sorrow and we end by being genuinely depressed. Another time, to amuse a child we laugh and play and soon begin to forget our worries.

Every emotion is to some degree betrayed by an outward sign. A trembling hand or a sudden blush; all these signs are related to the *rate of breathing*, so that if we breathe quietly we prevent their appearing and we guard against being too much troubled by our emotions. Now we are able to control this rate of breathing.

I now ask you to take a walk with me.

We shall walk in any direction you wish, it is immaterial, providing that our pace is regular and fairly fast.

There is no need to concern yourself with conversation, just do as I do. Breathe in for a certain number of paces (six or seven will do to begin with) and then breathe out completely for a similar number and continue in this way for about twenty minutes. At the end of that time, you will find that you are in an extraordinary condition of calm and well-being which until now you would never have believed possible. You have become inaccessible to sudden emotion, and hardly jumped at all just now when you heard that sudden bang, though it sounded as unexpectedly and as loudly as a clap of thunder. This feeling of well-being lasts for several hours.

To-morrow you will increase the number of steps by which you time this exercise. Do not unduly hasten your

progress and above all do not attempt some fantastic feat of endurance which would endanger your constitution (twenty paces for one **complete** respiration is an excellent mean). Do not push your efforts to the point of suffocation or of causing your features to become drawn.

A wonderful and permanent feeling of well-being will reward your moderation.

PRACTICAL APPLICATION.—Practise this breathing exercise regularly twice a day for twenty minutes, and each time during the day when you feel yourself exposed to some emotional experience.

Continue practising regularly for eight days, and then pass on to the following lesson.

THIRD LESSON

The use of Auto-suggestion

Hidden in the earth is wealth greater than the riches of the fabulous eastern princes. Geologists tell us that all the gold in circulation throughout the world and all the diamonds which nightly glitter in jewellers' windows are as nothing compared with what remains beneath the earth.

It is somewhat the same with the workings of our mind. The life we live in the daylight of our consciousness makes us forget the hidden, but extremely important, activity of our sub-conscious

minds and the resources they afford us in improving our lot.

When a thought, good or bad, has once convinced us it assumes a prodigious power and we become subservient to it. Should you doubt this I can easily demonstrate the truth of the fact.

Here placed upon the ground are planks forming a path a yard wide and twenty yards long. If I ask you to walk from one end to the other you are able to do so quite easily. I now blindfold you and lead you to another place where there is an exactly similar path of planks and again ask you to walk from one end to the other, guiding yourself by means of a hand rail. I take off your bandage and you find with horror, that this time the planks are in the form of a bridge suspended above an abyss 30 to 40 yards in depth. When I ask you to return the same way, you refuse, because you know

that you would not be able to take three steps along your path before crashing to the ground. Whilst you were blindfolded and unconscious of the danger, you were in possession of all your wits as are children who carelessly amuse themselves by taking all kinds of risks and who rarely come to harm. They are ignorant of the danger, and so their peace of mind is undisturbed. But you, who have lived longer and who may have had some nasty falls, know that one does not fall from a height of 40 yards, without breaking a few bones and this knowledge strengthens the conviction that you would fall and could well draw you into the abyss if you attempted the return journey.

Every day life provides examples, perhaps not quite like our imaginary experiment, but none the less convincing. I know the director of a large company who, when his business was started, met

with many difficulties, having only small means to meet his heavy initial liabilities. Each time he encountered a difficulty, instead of allowing himself to be beaten, he laughingly regarded the event as a joke which fate was playing on him. In all good humour he tried his best to find a solution and overcame three or if necessary four obstacles and always managed in the end to find the successful solution.

His certainty that each problem has its solution and that he could and was well able to discover it, saved a situation which might otherwise have seemed desperate.

You no longer doubt that our convictions influence our personalities and affect our lives. But *fertile* ideas, like good masters, shrink from the proud summons of the will, they do not like to be compelled. They prefer to come quietly and confidentially during the long hours of sleep and moments of rest, to be

calmly and confidentially received as friends; they come as doctors to heal our wounds and to give us new strength for the coming day.

Sometimes, however, auto-suggestion does not give us the results we hope for, and this is often because we do not understand how much we can reasonably expect from it. You are not trying to hypnotise yourself into believing things which are not true. You are planting healthy and fertile ideas which will grow steadily until they become thriving plants. Auto-suggestion acts on the mind and not on matter and with this reservation one can affirm beyond doubt, that exercises in auto-suggestion, properly carried out, will make us masters of ourselves and of our destiny. It will, however, give you no peculiar power over other peoples' minds nor over things. Auto-suggestion does not savour of the fakir and you will not, for instance, be

able to make wheat germinate and grow in your hand, by repeating a formula to this effect.

Auto-suggestion will give only those reasonable powers of leadership that a man or woman who is above average, has over another being.

Sometimes, though, we may become discouraged after four or five days when it requires weeks of patience to obtain a positive result.

But the most usual and the most serious obstacle is a lack of confidence, which at once discourages any attempt to apply the method. How, for instance, can you persuade yourself that you are master of your own mind, if you have so many times proved that you are not? It may seem absurd to you, but it is not so; By doing all you can to gain self-control and by following a good system, you need not fear that you will fail to obtain results, small though they may be. For the

moment be satisfied to say to yourself, over and over again, that to-morrow you will do better, even only a little better. Such a resolution is not unreasonable and the progress you make will encourage you and will enable you before long to use a more specific formula.

In order to obtain the best results from auto-suggestion you must follow out these rules:

1. Keep in your mind as definite and vital an impression as possible of the kind of person you wish to become. See yourself handling and overcoming difficulties which up to the present have troubled you.

2. Whilst you are making these mental pictures, repeat to yourself under your breath or at least by moving your lips, a formula of some 20 words expressing the certainty that you will improve your position in the world.

3. Give this statement a positive character. Affirm your certainty of obtaining quick results. Avoid speaking of your failures, or even saying that you have overcome them, for you will only establish them all the more firmly.

4. Auto-suggestion is not an effort of will. It must be practised with a calm mind, with good humour and with sincere faith in the fact that things will be better to-morrow.

5. Practice auto-suggestion at night before going to sleep (or during the night if you wake up), and two or three times during the course of the day, at moments of leisure and whenever you expect to meet with a difficulty.

6. Have a very definite object in view in doing these exercises. Aim to acquire one quality at a time to the exclusion of others and persevere until you have obtained some definite result.

PRACTICAL APPLICATION. — Decide upon a list of the qualities that you think are necessary to your success.

Draw up your first formula and learn it by heart.

Each day from now on confine yourself to practising the method outlined above.

After about twelve days, pass on to the following lesson.

FOURTH LESSON

How to overcome Shyness

I have met many stupid people in my life but have never known any of them to be shy. Many people occupying a low grade position in their trades or professions have come to me asking if I can make some use of their exceptional abilities in one or other of my undertakings. They have always had all the assurance of an ambassador.

Shyness is not a sign of real inferiority. Sometimes, it signifies a refined and delicate mind, but it can also signify one which is too introspective.

Your knowledge of the way to acquire a tranquil mind and the constant practise of auto-suggestion should enable you to cure this fault easily, but shyness is such a distressing and prevalent affliction, that I think it is well to devote a special chapter to its study. You will have a good opportunity, in this way, of renewing your acquaintance with the second and third lessons.

Here is a simple method which will produce a definite cure for shyness:

1. If you practise the deep breathing exercises conscientiously, you will remain calm throughout the day. It is better, however, to practise these breathing exercises just before you go to meet someone whose personality makes a great impression on you.

2. You must also practise suitable auto-suggestion exercises for several

weeks, until you have obtained a definite result. Practise these as well as your breathing exercises, before submitting to a trying interview or a similar ordeal.

3. Be particular about your appearance. This does not mean that you must become extravagantly clothes conscious, but be careful that you are well turned out and not in danger of being ashamed of your appearance.

4. Above all, assume an air of assurance at all times, even when you are alone, or amongst people with whom you are familiar (i.e. your intimate friends, tradesmen, etc.). This will produce good habits.

5. Never think of your past failures or the risk of future ones. Think only of what has to be done and said now. Action will make you forget yourself and your shyness.

PRACTICAL APPLICATION. — Make a mental note of people you find intimidating. In the past, you avoided them. You should now seek them out, the least intimidating first, and then those who are more so, and try to feel at ease in their company.

Proceed slowly but surely in order to triumph in the end over your groundless fears.

This should not prevent your being ready to study the 5th lesson in about twelve days' time, when you should return Progress Report I so that I can see what progress you have made with lessons 1 to 4, and then send you further lessons.

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FIFTH LESSON

The Faculty of Observation

We consist not only of mind but of matter, sensitive matter, in constant touch with beings and things which influence our lives and with which it is to our interest to be well acquainted.

Far too often, we are content to follow our paths, blind to all that life can teach us. We need to recapture a faculty children possess of being capable of an intense feeling of wonder, We need also to recapture the enquiring mind, the

thirst for understanding and the craving for knowledge that was ours when we were children.

We are in touch with the outside world through the medium of our five senses, sight, hearing, touch, taste and smell. We have to take care not only of our organ of sight but also of those of our other senses, in order that the information they give us may be reliable. If they are ailing, you should consult a specialist immediately.

You should aim, with the help of constant exercise, to obtain precise, swift and complete reactions from your sense organs, the sensations given by one completing and corroborating those produced by the others.

You should gradually develop the habit of methodically training your powers of observation by splitting up the object that you examine into its different parts. When your senses have received this informa-

tion, it should be brought before your intelligence for judgement, so that it may discover the why's and wherefore's of things and their deeper and hidden meanings.

I shall now suggest some exercises which you must modify in the way most profitable to you personally.

FIRST APPLICATION.—In some streets the right side differs in appearance and character from the left. For instance you see on one side fine shops and people leisurely strolling along the pavement and on the other large banks and people hurrying about their business. Take a walk along one of the streets in your town and make a mental note of any difference between one side and the other. Returning home, try to think of the reason for this difference.

SECOND APPLICATION.—Take an atlas and carefully study the map of a country of which you know something of the

history and economic life. Close the atlas and try to draw the map from memory, not in detail but in rough outline and in proportion. Then ask yourself in what way its shape and position have influenced its destiny.

THIRD APPLICATION.—It is essential that you should be well acquainted with all the people who are around you, whether they are your subordinates, equals or superiors. Everyone you meet should be a subject for close study. His general appearance will give you a valuable clue to his qualities and defects. The exercise I am going to give you, should be practised conscientiously. It will help you to be effectively observant.

Proceed methodically and in the following order:—

1. Memorize the name (with its correct spelling) and the address of the person you wish to study.

2. Guess his age.

3. Compare his height with yours.

4. Examine his head in detail—the way he does his hair, the shape of his forehead, eyes, nose, mouth, his chin, cheeks and ears, the colour of his hair, eyes, complexion and the play of his features. Express in a word your impression.

5. Observe his hands.

6. Notice the colour and style of his clothes; judge the taste with which they are chosen, their condition of wear and tidiness.

7. Study his walk. For a moment fix your attention on the sound of his steps so that you may recognise them again. Study his gestures.

8. Study his voice. His accent may indicate his origin, a slight inflection, a fault in pronunciation may give him away in many ways.

9. Sum up in a simple sentence the impression he gives you. Ask yourself of

his every action, what his reason is, what his motive is, his possible reaction to this or that remark.

When homeward bound, try to remember what you have learned. Do not assume an unlimited faith in your judgement before verifying what seems apparent to you. None of your conclusions should be considered sound until confirmed and you should take every opportunity of comparing conclusions with the facts.

The best way to perfect your judgement and powers of observation is to exercise them. Practice makes Perfect is an adage which is especially true of mind-training.

Lesson five requires about twelve days' study. The third exercise of this lesson should be practised each day. In developing your powers of observation you will also greatly improve your natural memory and you must practise this lesson conscientiously before moving on to lesson six.

SIXTH LESSON

Memory

Many people complain either of having a bad memory or of having no memory at all, and their business appointments, the names of their friends and the precious lessons that experience teaches them stay in their heads no longer than water in a sieve.

The fact is, of course, that everyone has sufficient memory to take him through life but that only a few people know how to make use of the resources of this wonderful faculty. To-day I shall teach you the rules which govern memory, and

when you have understood them I will reveal the various ways in which to perform the most difficult feats of memory.

To remember anything implies having a mental image of it stored in the subconscious mind and recalling it to light after a certain period of time. In order to remember the street in which our hotel is when we visit a town for the first time, we must impress it upon our minds. If we have been walking along, completely absorbed in thinking of the friends we are going to see, or if the changing scene of people walking hither and thither in the street has engaged our attention and prevented our making a note of the landmarks on the way, it is fairly certain that we shall not recognise the road when we see it again. It is generally admitted and all research into the subject of memory tends to confirm this, that **the first impression**, deeply and clear and unhurriedly imprinted on the mind, is the real

key to memory. Unfortunately this law is so obvious that one considers it as a commonplace fact of little significance.

In order to make an indelible impression on your mind you should proceed as follows:

1. Give the whole of your attention to the object of your study and do not allow your mind to be distracted by any outside subject. If you wish to remember what you read, do not allow your wits to wander. (A later lesson on concentration will help you further here).

2. Apply successively your different senses to the object in order to know it from all angles.

If you wish to remember the name of someone just leaving your office write it down, at the same time spelling the word out loud so as to have audible, visual and muscular memories to reinforce the original impression.

3. Mentally split up the object into its component parts. In a face, for instance, detail and analyze the different features.

4. Try to grasp the significance of whatever you wish to remember. If it is a poem in a foreign language take note of the sense of each of the words.

5. Let your mind dwell for a certain time on the image you wish to retain in your memory in order to allow it to sink deeply into your mind.

The system all too frequently employed by school boys, of committing things to memory by monotonous repetition, is neither the only nor the most intelligent method (we mention it as a last resort) but it is one to which we must nevertheless accord a certain importance, be it ever so small.

A fact mentally registered in this way is easily retained, but should you wish to strengthen the impression, it is as well to

recall it from time to time, at lengthening intervals.

The best way in which to help yourself to recall something to mind, is to recreate the mental atmosphere in which the impression was received.

I am puzzling my brain to determine of what I was thinking last Sunday, something I promised myself not to forget. I was sitting by the window, for it was hot and sultry, drinking a cool drink with great enjoyment. I pulled a newspaper out of my pocket and began to read just as the orchestra started playing the Hungarian Rhapsody, a piece I particularly like. I start to hum the first bars of the melody, and suddenly I clearly recalled that the something was an apparatus for electrical heating which I wished to instal in my flat.

We have all had similar experiences to which perhaps we have not attached the importance they deserve. It is only

necessary to systematize the process in order to take a great step forward in developing memory.

We shall now deal with the way in which to recall, when necessary, something we wish to do in the near future.

When you leave the office, that is in two hours' time, you must remember to collect your watch which you have taken to be repaired.

It is only eleven now, but construct the scene: imagine that it is striking one o'clock and that you are now putting on your hat. Just as you shut your office door you are arrested by the idea that you have something to do which is outside your usual routine. You think a moment, wonder what it can be, and feel in your pocket for your watch. It is not there, you are at once relieved of your uncertainty and you hasten to the watchmaker.

When one o'clock comes you will find that you automatically go through the little scene that you imagined two hours earlier.

PRACTICAL APPLICATION.—Try to remember with precision:—(*a*) a verbal order (sound), (*b*) a painting (sight), (*c*) the odour of a perfume (smell), (*d*) a poem (sight and sound), (*e*) the touch of a coin (touch), in such a way as to recognise them among many of their kind.

Train yourself methodically to remember things you must do in the future. Practise this at odd moments each day and without fail and you will be astonished by the result.

Study this lesson for a week before passing on to the next.

SEVENTH LESSON

How to Remember Numbers

It is very difficult to remember numbers.

Numbers are in fact abstract and we cannot think of them apart from the objects whose value they denote. The number 10 has no significance in our minds apart from thinking of it as ten units of something, the ten spots on a domino for example.

Even when we connect numbers with concrete ideas, it is impossible for us to have a really exact idea when they start assuming a certain size. In a crowd you

may ask yourself of how many people you think it consists, and you will find that the most careful survey will give you only a very rough estimate.

One of the conditions of memorizing anything, is to register a clear image, one quite distinct from other images with which we might be likely to confuse it, and as numbers leave only a vague impression on the mind, it is not surprising that we cannot easily recall them.

As numbers are so difficult to retain we substitute words for them, which are far easier to remember, in such a way that the memory of the words recalls at once, and without ambiguity, the memory of the corresponding numbers.

This is done by observing the following rules.

1. To each figure is assigned one or two consonants as shown in the following **phonetical** table.

0 = c as in city (soft c) s as in site	6 = j as in jest g as in gist (soft g) ch as in child sh as in shell
1 = t as in tea d as in do	7 = k as in king c as in cast (hard c) q as in quail nk as in link or tinker
2 = n as in nine	8 = v as in valley f as in fun
3 = m as in mince	9 = p as in parcel b as in boat
4 = g as in good (hard g) ng as in song, sing or in singer	
5 = l as in lion	

For example, the number 172 will be represented by TKN or DCN.

2. These consonants once decided upon, words may be formed from them by free use of vowels (a, e, i, o, u, y), consonants like R and W and all sounds and compound sounds like TH, not used in the table of equivalents. Thus TKN can be ToKeN or DCN DeaCoN.

3. In forming these substitute words you should think **only of the sounds they represent as abstract from their spelling.**

The word THOROUGHFARE is reduced to the number 8, F being the only sound included in the table of equivalents.

In following these rules you will find that a number has many possibilities as far as words are concerned but a word has only one equivalent in figures. The figures may easily be remembered by learning this mnemonic:

Sir Thomas Newton Mysteriously Gained
0 1 2 3 4
London, Just Carrying Four Parcels.
5 6 7 8 9

It may also help to remember the numbers by thinking of the shapes of their equivalent letter. For instance, N has two strokes, M three, T and F are something in shape like 1 and 8.

The system of replacing numbers by words is capable of the most varied application; your divers occupations will enable you to discover new ones every day.

In the same way, we can remember an address, the number of a file or a car.

You will sometimes have to use certain conventions, such as putting a 0 before dates very shortly before the Birth of Christ, also for negative numbers and before the denominator in fractions; otherwise, you may become confused. You could also leave out the figures representing the hundreds in dates that are well known. These are special cases upon which you may exercise your ingenuity.

PRACTICAL APPLICATION. — Translate the car numbers that you see in the street and the dots of dominoes taken out of a box at random (this is an excellent exercise for developing mental agility). Everyday translate something which might be useful, such as a telephone number or an historical date, a file number or any other number that you need to remember.

Do not pass on to the next lesson for a week.

EIGHTH LESSON

How to Remember Lists

If I read a hundred odd words to you, at random, and then ask you to repeat them in the same order, after hearing them only once, you would no doubt think that I was asking you to do the impossible.

Nevertheless it is a feat of memory similar to this, as well as others even more extraordinary, that you will be able to accomplish as soon as you have mastered this lesson.

The poet Simonides was attending a banquet when a friend sent word that he

wished to speak with him. Whilst he was talking by the doorway with his friend, the ceiling of the banqueting hall crashed down upon the heads of the guests, with the result that not even their families could recognize them. Simonides was able, however, to identify all his companions by the place occupied by each at the table.

This feat gave birth to "topology" employed by all the great philosophers of antiquity but notably by Cicero and Quintillian. The laws of thought and of success have remained unchanged throughout all time.

Examine the room you are in at the moment and number the various sections in the following order:

1. The door.
2. The corner on the right as you come in.
3. The adjacent wall.

4. The following corner.
5. The wall facing the door.
6. The following corner.
7. The following wall.
8. The following corner.
9. The ceiling.
10. The floor.

Suppose that you wish to remember a list of 10 articles, for example:

1. Chair.
2. Coat.
3. Flowers.
4. Thermometer.
5. Orange.
6. Air-gun.
7. Lamp.
8. Bottle of perfume.
9. Clock.
10. A bear-skin rug.

Mentally place one object in each of the ten positions in the above list, i.e.

1. The chair before the door.

2. The coat in the following corner (either on the floor or on some piece of furniture in that corner) and so on. The images are quickly formed and easily retained.

You will then be able without difficulty, (1) to repeat the list of objects from beginning to end in its correct order, (2) then in its reverse order, (3) name the object on being given the number, and (4) give the number of any object mentioned.

More extraordinary still, you will be able to repeat this exercise with different objects and the same sections or subdivisions of the room without confusion.

Having now the means of retaining ten words, you can equally well remember a hundred, if you have taken the trouble to prepare a hundred sections. Split them up in the same order in ten different rooms which are well known to you, the

first always being assigned to the numbers 1 to 10 inclusive, another, the second, always assigned to objects numbered 11 to 20, and so on.

My method of localising will be of very great value to you. It will enable you to fix in your mind matters to which you have to attend, work that has to be done and appointments that must be kept.

This method will be an ever open notebook, a pen always to hand.

You can learn it in your moments of relaxation and in a very short time you will derive immense benefit from it.

Here by way of suggestion are some exercises which you should try.

How to remember a list of disconnected words.

Exceptions to the rules of grammar . Since these words are frequently concrete, the case is a simple one and does not require any special explanation.

County towns or province or state Capitals : These or other towns can be represented by some detail of their armorial bearings (a dagger for London), or some example of their manufacture (a teapot for Staffordshire, or a film for Hollywood), by some notable monument (a bridge for Avignon) or a word similar in sound (a bed for Bedford, a clothes peg for Winnipeg), or by some historical reference, (a tea party for Boston). Words which are more abstract should be treated similarly and are best remembered by the use of symbols.

How to remember a sequence of figures.

A large number, consisting of many figures, should be given by a series of words, each word representing two figures, i.e. the number 1,392,211,252 by ToM BrowN weNT DowN aLoNe.
1 3 9 2 2 1 1 2 5 2

The 52 cards in a pack by words corresponding to numbers 1 to 13 for

spades, the numbers 21 to 33, 41 to 53, 61 to 73, for hearts, diamonds and clubs respectively.

How to remember poetry.

You can learn a sonnet, for example, by assigning the most important word in each line or hemistich to one subdivision of your room. Naturally, this is not the most intelligent approach to the charm of poetry, but in case of necessity it is a system which will beat all records for speed.

How to remember a book.

You can either learn to recall the chapter headings or commit to memory a more precise sense of the contents by localising the main idea of each paragraph.

How to remember a speech you have heard or have to make.

You should localise its different parts in the order in which you wish to deliver them.

PRACTICAL APPLICATION. — Prepare your hundred sub-divisions slowly and carefully, about twenty a day.

Then practise, solely on concrete words, remembering them in their direct and reverse orders, naming an object at the mention of its number, and the number on being given the name of the object.

At the end of about a week, when you have thoroughly mastered your sub-divisions, you may attempt any one of the preceding exercises which most appeals to you.

This lesson should be studied for about twelve days. If you experience any difficulty, then you should either make your best attempt at Progress Report 2, mentioning your problems in an accompanying letter, or you should write to us before attempting your report, giving full details of your difficulties.

MY 20 LESSONS of MIND-TRAINING

by W. R. Borg

— III —

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NINTH LESSON

How to Develop Your Imagination

No matter who you are, your success depends to a large extent upon your powers of imagination. Poets and novelists are not the only people to make use of this faculty. Scientists who develop hypotheses to explain the phenomena of nature, generals who plan the defence of a town, business men designing publicity campaigns, philanthropists founding charitable institutions, all avail themselves equally of this faculty.

You yourself, a thousand times a day, when confronted by the more or less important problems of everyday life, when you give an order or when you carry one out, when you select what you want to eat from a menu or choose what to wear for the day, you think of what seems to you to be the best solution.

In order that imagination may be free to exercise itself, it must be able to refer to a rich store of memories. Its work consists in giving a new turn to our recollections of things or events and of combining them one with another in a manner different from that in which we acquired them. Imagination is sometimes described as a creative faculty. This is wrong. Imagination is not *creative*. When toy-makers invent puppets for Punch and Judy with deformed legs, a humped-back and hooked nose touching the chin, they are not *creating* any new form, they are merely modifying the proportions of a man by giving him the

features they have noticed in several others.

This is so true that someone blind from birth is incapable of imagining the splendours of a sunset, for he lacks the material which forms the basis for work done by the brain.

A highly developed memory is therefore the best foundation for cultivating a vivid imagination.

Production does not get under way by the mere fact of stocking a factory with raw-materials: it must also have sufficient motive power to drive the machines. Similarly your imagination will not become active unless it is impelled by some powerful interest.

Peter, who has had a complete commercial training, is only slightly interested in business. Oh, he is at the office

eight hours a day all-right, but his mind is elsewhere. Sport is his real interest. It is not surprising, therefore, that his work falls behind. His thoughts habitually given to the activities of his club and to sport, will have little time for the work of solving the problems of his business.

Later on I shall teach you how to determine an aim in life and how to devote your undivided interest to achieving this aim. For the moment, it will suffice if you thoroughly understand this principle. Interest is the fertile seed of imagination. For the moment you should devote yourself to the study of subjects that have a natural interest for you.

All work should be carried out methodically, including that of the imagination. When you are confronted with a problem, do not be satisfied merely to examine it from all its angles. You must analyse its factors, study its elements

and be quite certain that none of them is overlooked.

You have been entrusted with the launching of a new product, soap for instance, and you must find some sound points in its favour, to make the advertisements convincing. Almost more than a convincing argument is needed to sustain an advertising campaign for a year and it is of paramount importance not to forget a detail. You must, therefore, carry out a study of this soap, as for all other products, on the following lines.

DESCRIPTION according to the impression made on the five senses.

Sight: A variety of clear, pleasing colours, one for each perfume. Choose colours that photograph well, they catch the eye more satisfactorily.

Hearing: No comment for this particular article.

Touch: A smooth, silky lather.

Taste: No comment (unless you clean your teeth with it).

Smell: Delicate and lasting perfume blended from a dozen varieties of rare essences.

USE from consumer's point of view:

Positive advantages: Lasts a long time and can be used up to the end. Rejuvenates the skin.

Negative advantages: Does not dry the skin.

Exclusive advantages: The formula is patented. The only soap used by Gloria Lush of Hollywood.

MANUFACTURE as seen through the eyes of someone who visits the place in which it is produced (it is above all in this section that we shall find arguments to inspire confidence).

By Whom? By Mony the specialist in beauty care, famous throughout the world.

Where? At Nice, midst flowers and olive trees.

How? In a model factory, endowed with the last word in up to date machinery and using the finest oils and essences.

SALE. Look at it from the purchasers point of view and take into account the ease with which the product can be bought.

Where? At every chemist and cosmetic shop.

The Price? One shilling only and a present of a shampoo when three tablets are bought at one time.

Easy terms for payment: No comment. Our soap is sold for cash and not for credit.

We should make out an analysis like this every time a problem arises. This

analysis, this examination, carefully kept and filled up as we advance with our investigations, will help us with future research and systematize our thoughts.

APPLICATION. — Supposing that tomorrow you found yourself ruined and without a job, how would you earn your living

Imagine the plans for the house you would like to build in the country.

Write a plot for a film. Plan the perfect story for this medium: "the film I should like to see made." Any subject will do, whether it be historical or contemporary, plausible or improbable, amusing or serious.

Study this lesson for a week.

TENTH LESSON

Learn to Reason Correctly

None of the problems of existence is as simple as an equation in algebra. Everyone is more or less subject to uncertainty, even if it is only because of the human element which intervenes, and this can upset the most carefully calculated plans.

After much thought, you decide to invest your hard earned savings to open a business in one of the colonies. A tornado wrecks your plantation, the workers may strike, the public is tired of your products and, through no fault of your own, you lose your money. If however you learn to think logically, you will eliminate an important percentage of

these "unavoidable risks" and will find that fortune will almost always smile upon you.

Many of our mistakes arise from the way we see things through the distorting mirror of our imagination, and because we let our feelings guide us.

A problem must be analyzed and stated in as detached and impersonal manner as you would state a theorem or a problem in algebra. Imagination is as undesirable when analyzing and stating a problem, as it is desirable when finding the solution to a problem.

Here is a common example which you have surely experienced. You are attracted to someone without knowing why. He presents an unsound proposition and you allow yourself to be drawn to consent to it against your own interest. You were the dupe of your inclinations and your judgement was warped. Other errors arise from lack of information. Porter's liver pills have been of benefit to some member of

your household and you hope that they will also do you good. Although your symptoms are similar your malady may be quite different and you may not obtain anything like the result you expect from the same treatment. Would it not have been better first to have consulted a good doctor?

By following the rules of logical thought you will avoid everything that leads to error. Here are the rules:

1. Look impartially at your problems and if you are unable to do so, stop trying to solve them for the time being. Smith is taking advantage of your friendship to press you to transact an important business matter with him. He harasses you with so many reasons in his favour that you are quite incapable of thinking clearly. If necessary, therefore, you should leave your answer till later and send it to him by post.

2. When you have an important matter to decide ask yourself if you are sufficiently well informed to take a decision.

If not, carefully read up the subject, consult the necessary books and the appropriate expert.

3. In studying the problem itself, you should follow the rule of Descartes:

(*a*) rely upon your ideas only if they are perfectly clear; be like the merchant who carefully examines every coin or note he puts into his till, in case one should prove to be fake:

(*b*) decompose a complex question into simple ones. A problem correctly and completely stated is as good as solved:

(*c*) reason from the known to the unknown, from the simple to the complex. Solid foundations are as necessary for your reasoning as they are for a house:

(*d*) express your conclusions precisely to consolidate the ground won. The explorer traces his tracks with markers, you will mark out the route of your thoughts with words.

A word may be said here about intuition, that wonderful faculty which only a privileged few seem to possess and which enables them to sense the truth, to put their finger on it, where the majority of people have to puzzle and reason for some certain time.

Intuition is a characteristic of all well-balanced minds which adapt themselves at once to problems confronting them. They appear to find an instantaneous solution because of the speed at which they reason in their subconscious minds.

A complete study of this course will, by developing mental harmony and agility, develop your faculties of intuition.

APPLICATION. — Read through the exercises given in the previous lesson and criticise from a logical point of view the solution you found to those problems. Concentrate on this lesson for ten days.

ELEVENTH LESSON

Concentration

Concentration of thought is often considered tedious. Certain would-be fakirs see in it nothing more than an exercise of will-power. According to them, it is a question only of fixing the mind on an idea for several hours in succession.

They then expect a direct effect upon beings and things. They try to will people to do things even at a distance or to make wheat germinate in the palm of the hand. The only result from such a practice is a bad headache.

Concentration of thought, such as I am going to teach you, is quite another matter. Let your heart and mind play hosts to an idea, let them question it as a good friend whose secrets they would learn and in whose honour they close the door, lest others should intrude.

Certain conditions greatly facilitate concentration.

The first essential is an atmosphere of calm. It is easier to think in a quiet room than in a busy street. Noise and movement have the same effect on our attention that they would have on a fly: they make it flit right and left and prevent it from settling.

Next in importance is good physical health. The process of thinking is stimulated by walking and hindered by a poor digestion.

But most important of all is the interest you bring to the study of the question. It

is easy to give your mind to a subject in which you have great interest. Thought is then agreeable and profitable. Attention is fixed on the subject without fear of its wandering. New ideas crowd into the mind and bring with them original solutions. A brutal effort of will could never give quite the same result; in the same way, a workman who loves his work, produces better things than can be obtained from another who works under duress and who seeks every opportunity of evading his task.

Before applying your mind to the study of any problem, you should fully grasp the points of interest which it presents and make certain that you feel they make an impression on you. The proper way to analyse your problems consists in seeing them from all angles. You should seek parallels with matters already within your experience and then draw your conclusions.

Concentration as you should practise it, must not be a painful state of idleness but rather like a walk in the country, around some little village whose surroundings you wish to explore and of whose steeple you are careful not to lose sight, for fear of straying out of your way. This attractive way of considering the problems of life, will save you time and will produce quick results. You will also find that it will furnish you with true solutions and you will be surprised to discover how quickly your ideas will gain in depth.

PRACTICAL APPLICATION.—Choose some of your simplest problems and concentrate on the first one for five minutes and on the following day on the second one a little longer and so on until you can easily concentrate for 20 minutes without allowing your thoughts to wander once. Choose harder problems according to your

progress, or those in which you are not so greatly interested.

Study this lesson for a week.

TWELFTH LESSON

The Art of Relaxation

Rest is a physiological necessity. Whilst working, the cells of our brain secrete a poison which intoxicates and would ultimately paralyse them. Rest permits the elimination of this poison and insures the proper functioning of our organism.

Time spent in doing nothing is not always time lost. Our mental activity is not interrupted by sleep and you will often have noticed how in the morning, when getting out of bed, your ideas on the problems which caused you so much worry the night before, are much clearer.

First of all you should learn to relax by varying your work and by working alternately on different tasks when you feel your attention flagging. A business man dictates to his secretary for an hour and then relaxes by visiting his clients. An intellectual man passes from one study to another or better still he may stop working with his brain and do some manual task. It is a good thing also not to work in the same place all the time. From time to time, change rooms or at any rate your place in the room.

Another way of relaxing is to read a good and well-informed newspaper in your leisure moments, or to go for a walk in the town. A paper is rather like a street with its variety of life and movement; it even has the advertisements that are posted on the walls. But the advantage of a real walk is that it is also excellent for your health. This contact with the outside world will give you the opportunity of

forming new ideas, pearls, which in some cases may be of infinite value.

To those who are overworked, I recommend the following exercise which will completely restore their peace of mind:

1. Sit comfortably in a good armchair.
2. Relax all your muscles.
3. In a state of semi-consciousness cast your thoughts on ideas of peace and pleasure.
4. Keep perfectly still for ten minutes, increase this to half an hour when you become more proficient.

I will not hide the fact that this exercise is very difficult to carry out effectively, but the wonderful results that can be obtained, make it well worth the effort.

A good undisturbed sleep lasting eight hours is certainly the best form of relaxation. See that you have eight hours of

sleep each night. Go to bed early and get up early in the morning. Leave the windows of your bedroom wide open so that you breathe fresh air. If you suffer from nervous insomnia, you can cure yourself in the following way.

To-night, go to bed at midnight, and force yourself to get up to-morrow at 6 o'clock in the morning. You must be careful not to sleep during the day, no matter how tired you may feel. Then walk two miles before going to bed at 11.30 P.M. By continuing in this way to regulate your sleep, rising every day at the same early hour and going to bed half an hour earlier every evening, you will ultimately have an uninterrupted night's sleep, the only kind of rest that actually restores your vitality.

You now know the function of relaxation. It remains for you to discover the type and rhythm most suited to your own

temperament. You will gain from this a ready disposition for work, constant alertness and it will also help you to stay young, for *'youth is not a time of life, it is a state of mind.'* In this way you will be able to avoid the evils of overwork which are so widespread nowadays.

PRACTICAL APPLICATION.—Practise exercise three for a week. It consists of relaxing all the muscles and remaining motionless for half an hour.

If you do not enjoy calm and uninterrupted sleep follow, from to-day, my method for acquiring this.

Study this lesson for ten days.

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THIRTEENTH LESSON

Care of Body, the First Step Towards Conquering the Will

Many people only concern themselves with their health when they become ill. As long as their bodies can stand the strain, they swallow indigestible dishes, sleep in a stuffy atmosphere, neglect to take a walk each day, in fact they live as if the laws of hygiene were not made for them.

It is only when they are overtaken by illness that they understand the importance of good health.

They will then consult several doctors, whose opinions are not reassuring and who impose upon them a rigorous form of treatment.

They also buy all the patent cures advertised in the daily papers, would it not have been much more intelligent and far less costly to have taken good care of their health whilst it was sound?

You must not suppose that illness is inevitable. If you have a good constitution and follow the laws of hygiene, illness will not be a more likely contingency than a motor or railway accident. If you inherit a predisposition to any special malady, you will be able to minimise its effects by adopting a suitable hygiene.

You will find that sound health will give you a good to be alive feeling and

will greatly increase your chances of success. You are well aware of the influence of physical health on morale. A state of ill health restrains the faculty of thought. People in good health are better able to bear the hard struggle which is indispensable to becoming a successful man.

It is for this reason that you must first of all follow a good system of hygiene. You have seen that care of the body is of the first importance. You will find it easy to follow my advice, and you will be encouraged by immediate results. You are now in excellent condition to succeed with your first test of will-power.

Here are the fundamental laws of hygiene:

A love of light.—Energy comes from the sun. The rays enhance our vitality and have remarkable germ-killing power. Whenever possible take a complete sun-bath. Let the light stream into your room through uncurtained windows.

Fresh air. — By day and by night, summer and winter, see that the air is always fresh in the room you occupy. The best way of doing this is to leave the windows always slightly open. It is better to stoke up the fire than to close the windows when it is very cold, and you should never miss a chance of airing your lungs by going out.

Be clean. You wash your hands before you eat, but you must not forget the rest of the body. Take a shower every morning and a bath at least once a week. Brush your teeth after every meal and visit a dentist every six months.

Take some exercise every day. Your body with its muscles and joints is constructed for movement. A small daily dose of vigorous exercise is indispensable to health. Whoever neglects to do this is courting trouble.

The best exercise is some form of sport which demands the use of all muscles and joints, such as swimming, rowing or running.

If you find this is impossible, you should follow some good system of exercises in your room(1) and in addition go for a sharp walk for three-quarters of an hour.

Take simple food and not more than necessary. Most people eat too much bulky, badly cooked food, of which an enormous proportion is starch matter. Chew your food well. Choose fruit and fresh vegetables rather than indigestible dishes. Eat at regular hours and take nothing between meals. Drink a glass of water when you get up, also at midday and when you go to bed, and drink very little, certainly not more than one glass, during meals.

(1) J. P. Muller. *My System.* Athletic Publ. London.

See that your natural functions are regularly satisfied. This is most important.

Take eight hours sleep each night. The previous lesson will have taught you how to cure nervous insomnia.

Give up smoking with excess. You will correct this habit by sucking sweets occasionally and by gradually reducing your daily consumption of tobacco.

Dress rationally. Choose roomy clothes, not too heavy or tight, so that the evaporation of sweat as it forms may not be hindered.

Be your own doctor. Learn to understand your temperament. When you are slightly indisposed, cure yourself by natural means and not by the use of drugs. Choose a good doctor and ask him to examine you once a year. Only take

tonics, patent cures and so forth on the instructions of a doctor.

Practical Application. — After reading this lesson consider in what way you should change your habits and conscientiously determine to do so.

Think over this lesson for a week before proceeding to the next.

FOURTEENTH LESSON

How to Determine an Aim in Life

I am often asked why so many men and women, who appear to have normally developed mental faculties, never progress beyond the point of marking time in some inferior position in life.

Every day I meet intelligent and courageous people whose success falls far below their ability. According to them. fate commits the injustice of not offering them a chance of distinguishing themselves. Instead of complaining, they should rather ask what it is that is motivating their lives, whether it is the

force of circumstances or a clear conception of the end at which they aim.

When John's son was old enough to earn his living, he had no particular idea of what he wanted to do. A post became vacant in his local bank and on the advice of his parents, who did not wish him to leave home to work in some distant town, he accepted it. He is neither lazy nor a fool. Nevertheless he has been there for twenty years, at work behind the same desk, in almost the same position as when he started. Furthermore when he compares himself with Robert, one of his schoolfellows, who was always in a lower class than he was, but who is a brilliant success in business, he complains that he is not paid according to his worth. How many men and women have like John's son neglected to have an ambition. They are like a would-be big-game hunter whom circumstance plants before a mouse hole which he proceeds to ambush.

forgetting all the time that no game worthy of his attention could start from such a hole.

I know of similar failures everywhere in business, in literature and society. The only thing necessary to bring out their full worth was an aim in life, to reach which they would have had to give of their best.

This lesson will teach you to determine the aim which should spur your progress in life. You should proceed in this way:

1. Ask yourself, first of all, what you like best in the world and what you would like to be in a few years time. The answer to one or the other of these two questions will make clear the aim you should fix yourself.

2. Then ask yourself if it is reasonable to hope to attain this aim. This exercise of imagination must not exceed the bounds of possibility and reason. It must

remain on the level of common sense. But do not be discouraged if your objective is somewhat above your immediate ability. The sincerity of your effort will soon raise you to that height.

3. Subdivide your principal aim into secondary aims and fix a time limit, for each successive stage.

4. Think of the ways and means you will employ.

5. Each day when your mind is not occupied with other tasks, think of your objective and of the advantages that will be yours if you attain it. Congratulate yourself upon your first successful steps and be convinced that complete success is round the corner.

The fact that you have determined your aim in life will awaken in you a strong influence which will increase your mental powers tenfold. Making the

required effort will become easier as you go forward towards success.

Careful study of this lesson can mean the dawn of a new life for you.

PRACTICAL APPLICATION.—Write down in the form of a time-table: (*a*) your aim in life, (*b*) the successive stages in which you propose to attain it, (*c*) the method you intend to employ.

Begin to put this plan into action to-day in the way I have indicated.

A week's study will be required for this lesson.

FIFTEENTH LESSON

The Necessity of a Time Table

To-morrow you may be a richer man if you manage your business successfully and you may have more energy if you rest well, but of one thing you may be certain, and that is that you have just 24 hours less to live.

I advise you to waste neither money nor energy. If, however, you have been unfortunate enough to lose both through negligence, do not despair for you still have the possibility of making good; only Time is irredeemable.

Many people in poor health or circumstances have, in spite of these handicaps, fulfilled their ambitions. You do not need to be rich in order to write good poetry, nor do you need to be as strong as Hercules in order to become a match King.

Time is itself a factor in all success and in most cases there is a direct relationship between success and the effort made to achieve it. To spend twice the time would take us twice as far along the road of success.

This lesson, therefore, will teach you to make the best use of your time.

On Sunday, plan out your work for each day of the week ahead. First write down in a notebook your usual daily routine, then anything special that occurs only occasionally; also your leisure moments and how you intend to use them.

Go over this plan carefully and check that you alternate work and rest, and

your physical and intellectual occupations. It is not necessary to allot a fixed time to these occupations. Life often plays tricks with matters too rigidly arranged. It is enough to indicate the successive order of your various duties for morning, afternoon and evening. The essential point is that you should be able to pass from one to another without hesitation or waste of time.

Do not fix a perfect and inhuman schedule. Proportion it to your aim, but know how to stretch the point a little if an unusual opportunity for relaxation or pleasure should present itself. Above all it is important that your plan should be: (*a*) practicable, (*b*) that it should be carried out.

All next week you will observe these rules. You must do so intelligently, that is to say you must be strict until some major issue justifies a change of plan. Unlike the army, you must not respect a

rule merely because it is a rule, but only for the advantages it can bring you. It would be absurd to allow an unexpected opportunity to pass in order to follow your time-table to the letter.

The art of getting rid of bores and time-thrifts is indispensable to anyone observing a time-table. Beware of those good people who slip into your office through half-open doors, who sink into an arm-chair and tell their endless stories. These are people who will cheerfully steal an hour or two of your life and destroy the order of your day's work and they are worthy of no consideration. By no means treat them discourteously, but do not hesitate to be energetic in dealing with them. Pick up their hat and put it into their hands. Tell them that you are desperately busy and that you will be delighted to hear their stories another day, when you have nothing else in mind. And, if they are slow to take the hint,

take them cordially by the shoulders and help them through the door with a good slap on the back.

PRACTICAL APPLICATION.—Draw up a time-table for your work. Put it into practise from to-morrow. Do not omit to note during the course of your daily work, any desirable improvement which will make you work more quickly but no less efficiently.

By timing their efforts and studying the cause of any loss of time during working hours, some of our students have succeeded in doubling their capacity for work.

You must study this lesson for a week.

SIXTEENTH LESSON

Examine Your Conscience

Every well managed business house periodically issues a balance sheet giving a statement of accounts for its various departments. The Directors need to know the results of each department, those that have shown an increase in profit, those that have kept up a standard and those that have fallen below the level of previous months. They also need to know what is the increase in expenditure and the percentage of profit.

These details will show them in what ways their business must be modified in order to avoid difficulties, and to triumph over competition and to make further progress.

Each of us is the Director of one very important private enterprise—that which has as its aim the turning of our abilities to their best account so that we may realise our ambitions. Everything we do can be divided into *debit* or *credit* according to whether it helps us to attain our objective or puts it momentarily out of our reach. It is therefore to our own interest to draw up, from time to time, a balance sheet showing the result of our activities so that we may confront our consciences with a true picture of how we are doing.

Here is a plan which will enable you to carry out this examination thoroughly.

At the end of the 14th lesson I asked you to write out, in tabular form, what

your ambition was, the successive stages by which you were to carry it out and the means you intended to use in achieving it. Take this schedule and ask yourself the following questions:

Have I deviated from my aim?

Have I always kept it clearly in sight?

Have the successive stages I planned been well chosen?

Have I achieved the task I fixed for myself in the allotted time?

What obstacles have I encountered?

Has the result been what I expected from the methods I employed?

Should I adopt new methods?

You should then ask yourself:

Have I developed my intellectual capacity? (Answer this last question by observing the same order in examining yourself that we used in dealing with the

mental qualities during the course of your studies, and use the synopsis as a questionnaire.)

Finally you should study your daily time-table even more carefully than you have done on Sundays with a view to making any possible improvements.

You will examine yourself in this way on a fixed date every two months.

Some of our students when they have drawn up this balance sheet feel discouraged. They dwell upon their setbacks and magnify their difficulties. They think they are making no headway and will never succeed in getting anywhere. They should remember first of all that the result of examining their consciences should mean organising the future to better advantage rather than dwelling on past shortcomings.

I may tell them sincerely that some day or other we all make big mistakes

and succumb to serious faults, even those who are masters of themselves. The essential thing is to maintain good humour and good-will and loyally determine to avoid making the same mistakes again. Nothing is more instructive than stupidity and nothing should be more stimulating.

Pessimism is an abnormal condition which must be treated and which can be cured by auto-suggestion.

PRACTICAL APPLICATION.—Write down a detailed examination of your conscience following the plan which has been suggested.

Do not hurry over this important task. Take a week to do it if necessary. Above all, be sincere. Examinations, other than the first, can take up less time—2 or 3 days will do.

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MY 20 LESSONS OF MIND-TRAINING

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My 20 Lessons
of
Mind-Training

by W. R. Borg

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SEVENTEENTH LESSON

The Ultimate Conquest of Will

Even if it is easy to know what you should do to obtain a certain result, it is often much more difficult to put this knowledge into practice.

You are worried because you have palpitations and your doctor, after sounding your chest and asking some questions about your habits, has said "no tobacco, no alcohol". By consulting a competent person you have taken the first steps towards being cured, but there

are other steps to take. No drinking, no smoking—it will not be so easy.

You would like to earn a larger salary and you ponder on how to improve your position. If you knew Spanish your employer would not hesitate to increase your salary and so you decide to study that language. So far so good, but languages are difficult to learn and though it took you only five minutes to find the answer to your problem, it would take you several months of close study to put the solution into practice.

It is therefore correct to say that in harnessing your will-power you are in a large measure making yourself master of your destiny.

Every act of will implies the collaboration of intelligence. Before any spontaneous action we think of the *pros* and *cons* if only for the fraction of a second.

But intelligence alone is not enough to stimulate will-power into positive action. It is six o'clock in the morning, you have every reason to get up, but you stay lazing away in bed. It needs more than a good reason to animate the will, it also needs the warmth of enthusiasm. It is, for instance, patriotic fervour which on the declaration of war, impels the crowds to act with pointless violence against enemy consulates or buildings.

Even though intelligence enlightens and controls the will, its part is only secondary, for it is our desires and ambitions which stimulate and motivate the functioning of our Will.

There are several forms of will-power which we shall describe. There is first the inhibitive will—that which consists of saying "No". A friend asks you to go with him to the races; you see the danger of losing time and money and decline his invitation. This is the easiest way of exercising your will-power, always

assuming you have no long established bad habits of which to rid yourself. All it requires is that you should *not* do certain things.

Then there is the realistic will-power, which leads us to perform a positive act. In order to carry out the time-table you have drawn up it will not be enough to say "No", you must say "I will" and that is more difficult.

But the highest form of will-power is perseverance. It is this type of will-power which has made possible such wonderful achievements as the construction of the Pyramids and the invention of the aeroplane, both the result of long and obstinately pursued effort. I do not for a minute suppose that you are studying my lessons in order to learn how to construct a Pyramid, but whatever your aim in life may be, as soon as you have learnt to persevere, you will come very near to realizing it.

Everyone has some will-power, though it may be feeble with a tendency towards evil, but there are effective means of adapting and increasing its power.

Keep your goal constantly before you and it will direct and stimulate all your efforts. Become one of those men of whom people say "Oh that fellow knows what he wants". Knowing what you want will make it easier to obtain.

Try to acquire good habits. Habits are formed in and belong to the subconscious mind which works without effort and which dispenses with the painful effort required when you consciously exert will-power. It is the first step which counts. When after a week you have risen each morning punctually at the stroke of seven, you will have no further need to struggle with yourself to continue doing so. Overcome your bad habits by acquiring better ones. You can cure yourself of smoking by sucking sweets, which are good for

you, and help yourself by making use of auto-suggestion. This exercise which you now know in detail, will enable you to make your first efforts and to persevere with them.

You now know in what ways your will can be influenced and it only remains for me to indicate how you should put this knowledge into practice.

Conduct your efforts progressively. Do not attack all your difficulties at once but deal with the smaller ones first. Encouraged by reading this lesson, some of my students have attempted to free themselves of all their shortcomings at one go and are surprised to find that they fail to do so. I advise them to take up the training of will-power from the beginning again and to overcome their smaller difficulties before attacking the larger ones. It will not be long before they find

they have completely transformed their personalities.

You must never allow yourself to be discouraged by failures. They are inevitable in the beginning. Even the most accomplished and masterful of people may some day or other succumb to small lapses. Failure in itself is not of great importance. What is important is immediate recovery.

I may say that neither my method, nor any other method, will make you perfect, but the principles which I indicate can make you excel among other men which should give you great satisfaction.

Exercise your will in an intelligent way. Certain methods recommend that you should mortify yourself and suffer for sufferings sake. This would be making life difficult for no good reason. You should rather apply your will to things from which you can obtain an immediate advantage. The satisfaction and joy of

obtaining results are valuable encouragement and not to be despised, since they make it easier for you to persevere and you know that perseverance is indispensable to success.

PRACTICAL APPLICATION.—The solution of many of your personal difficulties depends on an effort of will. Make a list of these difficulties. First exercise your mind on those which require no more than just "No" to solve and which are not the result of bad habits.

You wish to buy a gold watch but you also wish to start in business on your own. As you will require a large sum of money to do this, your first need is economy. Think of the great satisfaction you will have in making yourself independent. Make your old metal watch the symbol of your strength of character, of your ability to deny yourself those luxuries which would cost you your aim in life. As such, learn to love it in spite of its

shabby appearance? Accustom yourself to saying "I will" and then to overcoming your bad habits and finally to persevering throughout some protracted undertaking.

You should not allow a day to pass without making some intelligent effort of will, one that will bring you joyfully nearer your aim.

EIGHTEENTH LESSON

Personal Magnetism

You must not be mislead by the title of this lesson. You will not find in the following pages any of the theories used by bearded and hoary lecturers in deluding their all too credulous public. But the words "Personal Magnetism" express what I mean exactly and I see no reason why the monopoly of its use should be left to quacks.

I am sure you have met from time to time, people who seem to belong to another world so greatly do we feel them to be superior to the average man. One feels at once both a sense of attraction and radiance in their presence. They win everybody's friendship almost before they have said a word. To these people one offers no resistance.

Is this magnetism a special gift, or can we all develop it in ourselves? It is unquestionable that a man or woman, who has assimilated my lessons, and developed his tranquillity of mind, his optimism, his intelligence and energy, has increased his chances of producing a good impression on the people with whom he comes in contact. But here is some advice which will give you even better results.

Be sincere, not only with yourself but with others. Hypocrisy and untruthfulness

are sooner or later unmasked. To deceive people is not only dishonest, it is clumsy. If you know how to be loyal, you will inspire confidence and gain sympathy.

Be reserved. Do not treat the first person you meet as your best friend and even to your best friend do not divulge your thoughts more than is necessary. Why make Peter and Paul aware of your struggles and doubts? If they know only of your successes it will increase their opinion of you. If you wish to impress someone who is self-opinionated and unreasonable when you try to speak with him, then whilst still being courteous and smiling, let the conversation drop. You will disconcert him and the feeling of embarrassment you will have produced will affirm your superiority over him.

Cultivate your facial expression. Follow the play of your features in a mirror and

regulate them carefully to conform to your personality.

Above all cultivate the expression of your eyes, the mirror of your mind. In order to give it more frankness, train yourself to gaze at the hands of a watch for five minutes without blinking. This will give a more open quality to your expression and your steady regard will impress the person with whom you are speaking. You should, however, distinguish between this and staring or looking as though you were hypnotised.

PRACTICAL APPLICATION.—Have you always been sincere and sufficiently reserved? Of course not. What setbacks would you have been able to overcome if you had been more so? Resolve that henceforth you will be more sincere and more reserved with everyone you meet. It goes without saying that honesty can be kindly or cruelly expressed. If a friend

asks your opinion about a hat he has bought, if you do not like it consider at least whether it suits him, if the quality is good, the colour attractive or practical.

Watch yourself laugh in a mirror. Correct what might be exaggerated in this change in your features. At the same time correct your other facial expressions in the same way.

Cultivate your facial expression and the steady look of your eyes.

Practise this lesson for eight days before going on to the next.

NINETEENTH LESSON

How to Handle People

All of us, when we require something, need the services of other men. The employer needs workmen to do his work. The workman needs an employer who gives him a fair wage. The grocer needs customers in order to dispose of his goods. The writer needs a publisher to launch his books. Our success in life depends to a great extent upon the good-will we are able to create among those

with whom we come in contact. We must know how to manage men so that they may help us to realize our ambition.

First of all you must learn to know the people that surround you. They have their qualities, their failures and, above all, their interests, sometimes hidden, but which it would be as well for you to discover. Study them patiently, without trusting too much to appearances. It will take some time before you are capable of summing them up at a glance but it is an amusing exercise and can be practised every day.

Put yourself in the place of those people from whom you expect something. Imagine you are they for a moment, with their qualities, their failures and their interests, and imagine how they would react to your suggestions. It is not very easy to reincarnate yourself in this way

but it is a habit which may be acquired by patient application. This method will teach you to place your proposals before them in an acceptable manner. It is the golden key of diplomacy.

Choose the right moment for speaking. What may be refused you this morning might very likely be granted to-night. Above all avoid the risk of certain refusal. Be patient, time will help you. It is important that you should not allow people with whom you have business dealings to develop the habit of refusing you.When you have decided to speak, do so fairly, simply and without hesitation even if you have to be careful of what you say.

You will quickly be able to assess your chances of success and you will either continue your little talk, or put it off till later.

If, thinking you can go ahead, you unexpectedly meet some unforeseen obstacle, do not exhaust yourself trying to overcome it; do not rush at it, but use all your wits to avoid a definite refusal and reserve the chance of coming again to the attack when the first attempt has been forgotten.

PRACTICAL APPLICATION.—You require a certain sum of money in order to start some kind of industrial enterprise. Ask yourself which persons would be able to lend it to you and how best to proceed to obtain it.

All the advice in the preceding lesson can be applied to advertising. Draft a letter you would write to your best friend in order to induce him to follow this course of mind training.

Think about the advantages you would derive from a knowledge of men.

Train yourself each day to learn something of the people around you, beginning with the simplest things and those people who are easiest to deal with.

In a week you can pass on to the next lesson.

TWENTIETH LESSON

My System in Your Life

You are now armed for the struggle of life. I have shown you your great potentialities and how to release them. Go forward to your goal, confident of your own value and certain of success.

You will encounter on your way many stubborn obstacles, but you will know how to find in yourself, the resources of energy and intellect which will enable you to overcome them. Difficulties are

inevitable and we must accept them. They are useful, for they develop power and greatness in proportion to the effort which in meeting them we are forced to make. So let us view them with a kindly eye.

Never be satisfied with a mediocre objective; throw yourself boldly into action. Do not be too afraid of making the odd mistake when trying to solve the problems set by life. Better to make a mistake (even a big one) and gain experience than to remain inert and lose something so precious as time.

Do not hesitate to write to me if necessary and tell me of your difficulties and of your success. If you are plunged into some psychological difficulty I will help you to solve it and when you meet with success, I shall rejoice with you with all my heart.

FINAL ADVICE FOR THE PRACTICE OF MY METHOD.—It is not enough to have followed this Method for some months, it must be your faithful companion throughout life. Training your mind must be your life's work, always in need of being perfected.

Take one or other of these lessons at random and try to penetrate the meaning of it more profoundly.

Above all live according to the principles which have been set before you and find a new application for them each day, an application adapted to your own particular needs.

This is the price of permanent success, the only success which counts.